

Christchurch City Council Multicultural Advisory Group

TERMS OF REFERENCE

Our Future Together Te Kohao Pounamu

Background

The Christchurch Multicultural Strategy- Our Future Together is a partnership with Council, Ngāi Tahu and all of Christchurch's diverse communities. Launched in 2017, the Strategy commits to four goals.

1. The Council builds and maintains relationships with all communities and their organisations
2. All communities have equitable access to Council services and resources
3. All residents are able to participate in council decision making
4. Ōtautahi/Christchurch is a city of cultural vibrancy, diversity, inclusion and connection.

Additionally, the Multicultural Strategy commits to the establishment of a Multicultural Advisory Group (MAG).

The following Terms of Reference outlines the roles and responsibilities of the Multicultural Advisory Group.

Overarching Principle

The MAG will respect Te Tiriti o Waitangi, particularly in understanding the difference between Mana Whenua and Tangata Whenua and the role that Mana whenua has in welcoming those to Ōtautahi/Christchurch. The MAG will work in a collegial, coordinated and collaborative manner cognisant that multicultural communities are inclusive of all ethnicities and cultures in the city including Māori, Pakeha, Pasifika and other ethnic communities.

Purpose

The Multicultural Advisory Group provides a forum for individuals from diverse backgrounds to actively participate in and advise on the planning and delivery of Council services, projects, and priorities. Its purpose is to ensure that the preferences and needs of Culturally and Linguistically Diverse (CALD) communities are meaningfully considered, and that the city's development reflects Christchurch's multicultural identity and aspirations.

Role

1. To provide impartial, informed and well evidenced advice to the Christchurch City Council on matters affecting culturally, linguistically and ethnically diverse communities.
2. To represent the views, concerns, and aspirations of Christchurch's diverse communities.
3. To promote awareness of these communities' needs and aspirations within Council, government, and the wider public.
4. To support meaningful interaction and engagement across the city's culturally diverse population.
5. To ensure a continued consultative approach to the implementation of the Christchurch *Multicultural Strategy – Our Future Together* - taking a proactive role in monitoring the Strategy outcomes.

Structure

The MAG sits outside of the Council, providing advice and consultation only. It has a close working and reporting relationship to the Council through the Council's Citizens and Community Group and specifically the Multicultural Community Development Advisor.

The Multicultural Advisory Group (MAG) is facilitated by the Multicultural Community Development Advisor or a council nominated representative.

Membership

The MAG will comprise up to 10 individuals who either live, work or study in Christchurch. Members should:

1. Have extensive experience providing strategic advice on multiculturalism and diversity, with a strong understanding of the challenges and opportunities facing culturally diverse communities in Ōtautahi Christchurch.
2. Have the ability to consult effectively with CALD communities and have strong personal and professional networks in the sector.
3. Have skills and knowledge which will contribute to the aims of the group.
4. Be confident in articulating views and presenting clear advice.
5. Have proven ability to work cooperatively and positively in a group environment.

Member appointments

1. MAG vacancies will be advertised through key networks and organisations in the multicultural community and sector.
2. Applications should be sent to the Multicultural Community Development Advisor and will consist of a cover letter, curriculum vitae (CV), and a letter of support from within the community or sector.

3. Appointments are made for a two-year term, with the right of renewal for a further term.
4. Vacancies will be interviewed for and appointed by an appointment by a Panel formed by Council staff.
5. There may be times when the Council and the MAG co-opt a member in order to meet a specific need in the group.

Selection will be based on, but not limited to, the following:

- A sound understanding of multiculturalism, including how a multiethnic society can evolve into one that is genuinely inclusive and values cultural diversity.
- A commitment to this journey through a Tiriti-based lens, with an appreciation of the role and status of mana whenua.
- A general understanding of New Zealand's democratic system, including the structure and functions of local government, and how communities can influence decision-making processes.
- Special consideration will be given to individuals who are able to represent minority groups within CALD communities — including, but not limited to, those identifying with the Rainbow (LGBTQIA+) community, people with disabilities, former refugees and other underrepresented or intersectional groups.
- Consideration will also be given to ensuring the group reflects a balanced mix of ages, genders, ethnic backgrounds, lived experiences, and areas across Christchurch. This is to ensure the diversity of our communities is genuinely represented and to support inclusive, meaningful conversations.

Personal skills preferred to contribute to the MAG outcomes:

1. **Intercultural awareness** and the ability to engage respectfully with people from diverse cultural and linguistic backgrounds.
2. **Strategic and analytical thinking**, with the ability to consider complex issues and contribute to informed decision-making.
3. **An understanding of New Zealand's democratic system**, including local government structures and how communities can influence decision-making.
4. **Commitment** to attend and actively participate in scheduled MAG meetings and related activities, including adequate preparation time.
5. **Collaborative mindset**, with a willingness to support fellow members and contribute constructively within a group setting.
6. **Ability to represent broader community interests**, beyond those of a single ethnic or cultural group.
7. **Cultural sensitivity and discretion**, particularly when handling sensitive or confidential information.
8. **Openness to learning**, and a commitment to promoting inclusion, equity, and intercultural understanding.

Tenure of membership

Appointments are for two years. The Christchurch City Council has the right of renewal for one further term. Completion of tenure should be on a rotational basis in order to maintain continuity and consolidation of the knowledge base.

Remuneration and expenses

Members will receive recognition for their time and contributions to the group. This may include a meeting fee or other forms of acknowledgment, in line with organisational policies.

Where a member represents an organisation or agency, they may elect to waive the meeting fee as they are attending as part of paid work.

Accountability

The MAG is accountable to the Council through ongoing liaison with the Community Planning and Projects Manager, and more directly through the MAG facilitator, who is the Multicultural Community Development Advisor.

The MAG will report major issues or topics to the Elected Members on an annual basis or whenever necessary.

Communication between members and the CALD communities is through the member's contacts with the sector. Members may require to consult with, and provide feedback to and from the CALD community sector, on relevant issues as required.

A MAG member must inform the Council if any conflict of interest situation arises while they are on the MAG, or if any circumstance arises that could be a risk for the Council, or that could bring the MAG member, or the Council, into disrepute. Members will be required to sign Council's Code of Conduct and declare any real or perceived conflict of interest.

The MAG has a section on the Council's website which explains its purpose. The MAG meeting notes are available by request or on the Council's website.

Resignation

Members are required to notify the Multicultural Community Development Advisor in writing of their intention to resign from the MAG.

Vacancies due to resignation will be filled from a shortlist of people obtained through the selection process.

Membership will be revoked if:

- The member's term of appointment has expired;
- The member fails to attend three consecutive meetings with or without an apology;
- The member resigns from the MAG or;
- The members appointment is terminated for the following reasons:

- the member is unable to meet performance standards outlined in the code of conduct: or
- the member breaks the Code of Conduct -Appendix II.

MAG Meeting Structure

The Multicultural Advisory Group (MAG) will hold regular meetings every two months, scheduled at a time that suits the membership. The meetings are in person.

Meeting decisions, including scheduling and key actions, will be made by consensus among members.

MAG members may also be invited to participate in other relevant committees, working groups, or taskforces to support Council initiatives and ensure CALD community perspectives are represented.

Resourcing

The Community Planning and Projects Team is responsible for supporting and servicing the Multicultural Advisory Group (MAG), primarily through the Multicultural Community Development Advisor. This role includes:

- Ensuring the vision and kaupapa of the *Christchurch Multicultural Strategy – Our Future Together* remains the guiding focus of the group's work.
- Acting as the public spokesperson for the MAG.
- Convening meetings, preparing agendas, and facilitating all MAG meetings, with secretariat support provided by other Council staff.
- Supporting members to work collaboratively by encouraging inclusive discussion and active participation.
- Maintaining a positive and constructive meeting environment, promoting courtesy, respect, and openness.
- Ensuring all members have equitable opportunities to contribute ideas, express opinions, and raise concerns.
- Upholding the principles and implementation plan of the Multicultural Strategy.

Meeting agendas and notes are distributed to members via email for their records.

Christchurch City Council Multicultural Advisory Group (MAG)

Code of Conduct for Members

Purpose

This Code of Conduct outlines the expected standards of behaviour, responsibilities, and commitments for members of the Multicultural Advisory Group (MAG). It ensures that all members contribute to a respectful, inclusive, and effective advisory environment aligned with the principles of the *Christchurch Multicultural Strategy – Our Future Together*.

1. Commitment to Te Tiriti o Waitangi

- Respect and uphold the principles of Te Tiriti o Waitangi and acknowledge the unique role of mana whenua in welcoming and supporting diverse communities in Ōtautahi Christchurch.

2. Respect and Inclusion

- Treat all members and community representatives with dignity, fairness, and respect.
- Embrace and promote cultural diversity, inclusion, and intercultural understanding.
- Engage respectfully with people from all cultural and linguistic backgrounds.

3. Integrity and Accountability

- Declare any real or perceived conflicts of interest to the Multicultural Community Development Advisor.
- Avoid any actions or behaviours that could bring the MAG or Christchurch City Council into disrepute.

4. Collaboration and Participation

- Work cooperatively and constructively with fellow members and Council staff.
- Attend and actively participate in all scheduled MAG meetings and related activities.
- Prepare adequately for meetings and contribute to informed, strategic discussions.
- Support consensus-based decision-making processes.

5. Representation and Advocacy

- Represent the views, concerns, and aspirations of Christchurch's culturally and linguistically diverse (CALD) communities.
- Consult with and provide feedback to and from the CALD community sector as required.
- Represent broader community interests beyond those of a single ethnic or cultural group.

6. Confidentiality and Discretion

- Maintain confidentiality of sensitive information shared within the MAG.
- Exercise discretion and professionalism in all communications and public engagements.

7. Continuous Learning

- Demonstrate openness to learning and a commitment to personal and collective development.
- Stay informed about issues affecting multicultural communities and the implementation of the Multicultural Strategy.

8. Breach of Conduct

Membership may be revoked if:

- The member fails to meet the performance standards outlined in this Code of Conduct.
- The member fails to attend three consecutive meetings without a valid apology.
- The member engages in conduct that brings the MAG or Council into disrepute.

Acknowledgement and Agreement

I, the undersigned, acknowledge that I have read, understood, and agree to abide by the Christchurch City Council Multicultural Advisory Group Code of Conduct. I commit to upholding the values, responsibilities, and expectations outlined above throughout my term as a MAG member.

Name: _____

Signature: _____

Date: _____